



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #02/04

January 15, 2004

TO: Department Directors
Agency Administrators
Payroll Clerks

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: REPAYMENT OF OVERPAYMENT OR ANTIWEEK LIABILITY
WITH ANNUAL LEAVE

Per NRS 284.350, an employee may repay an overpayment or antiweek liability by reducing his annual leave balance with approval of the appointing authority. Attached is Form PAYOP-04, which should be used to process this request.

Be aware that using this method to collect an antiweek liability will result in an expense to the approving Department's budget. The collection credits a receivable account at the fund level, but the corresponding annual leave payoff debits a salary expense account in the current year. It is important to take this into consideration before approving the employee's request.

If you have any questions, please call your agency contact in the Central Payroll office.

JG:ec/sq

cc: Agency Personnel Liaisons
Agency Personnel Representatives

**REQUEST TO USE ANNUAL LEAVE TO REPAY
A PAYROLL OVERPAYMENT OR ANTIWEEK LIABILITY**

NRS 284.350, subsection 8, allows an employee to use his annual leave to repay a payroll overpayment or antiweek liability. Although a request to convert annual leave must first be made by the employee, the appointing authority's approval is discretionary, based on the availability of funding as well as the agency's personnel management objectives.

SECTION I – To be completed by employee.	
Employee Internal ID Number _____	
Department: _____	
Division: _____	
Section: _____	
I, _____, hereby request approval to use my annual (Print Name) leave to reduce/pay off my overpayment/antiweek in the amount of \$ _____.	
Amount owed:	\$ _____
Payoff requested:	\$ _____
_____ Employee's Signature	_____ Date
SECTION II – To be completed by agency pay clerk.	
Employee pay rate (employee/employer paid retirement pay rate): \$ _____/hour	
Annual leave required for payoff (hours and minutes):	_____
Annual leave balance:	_____

☐ Approved ☐ Disapproved

Appointing Authority's Signature Date

Note to payroll clerk: Attach to and complete a Special Pay/Time Adjustment Sheet to process payoff.

Distribution: Employee
Agency Payroll Clerk
Central Payroll Overpayment Desk